

CCC CALIFORNIA CONSERVATION CORPS



1719 24th Street, Sacramento, CA 95816

Career Opportunity

March 3, 2016

- Do you want to make a positive, significant difference in the lives of citizens in communities throughout California?
- Do you want to directly improve the lives of citizens in the State of California through the implementation of vital environmental restoration projects?

Then the California Conservation Corps (CCC) has the job for you!

The CCC is a dynamic organization committed to developing young men and women by challenging them to complete a year of public service and conservation-related work.

Employees of the CCC are leaders who inspire, educate and challenge young people to further their educational and professional goals.

If you are looking to work for a state department that demands excellence, inspires staff to do their best and protects and enhances the state's environment, we invite you to apply for a position with the California Conservation Corps, the finest youth Environmental Restoration, Education, Workforce Development program in the world.

OFFICE TECHNICIAN (TYPING) FULL TIME / PERMANENT

SALARY

\$2,809 - \$3,515

QUESTIONS ABOUT THE JOB

FRANK ARZAGA

(707) 253-7783

OR VISIT OUR WEBSITE

WWW.CCC.CA.GOV

FINAL FILING DATE

MARCH 17, 2016

POSITION LOCATION

NAPA

SEND APPLICATION TO

CALIFORNIA CONSERVATION CORPS

CIVIL SERVICE RECRUITMENT DESK

1719 24TH STREET

SACRAMENTO, CA 95816

RPA #16-1186

Duties: Under the direct supervision of the Administrative Officer I (AO) the Office Technician performs the following duties: Responsible for all corpsmember personnel matters. Initiates and processes paperwork for hires, separations, transfers, promotions, health benefits enrollments, and on-the-job injury reports. Acts as the Center Training Officer. Provides clerical support to the AO, and Conservation Supervisor (CS) as needed. Performs Receptionist duties, including receiving and screening telephone calls, directing calls to the proper personnel, greeting the public and answering

The young women and men of the Corps work hard protecting and restoring California's environment and responding to disasters, becoming stronger workers, citizens and individuals through their service.

routine inquiries. Assists the AO and Business Services Assistant (BSA) in the clerical processes related to Travel Advances and Travel Expense Claims. Maintains personnel, confidential, and administrative files and reference materials. Supports and helps enforce all provisions of the Injury and Illness Prevention Program (IIPP). Acts as a lead person to other clerical staff and as a mentor for corpsmembers. May respond to emergencies.

Desirable Qualifications: Ability to act professionally and represent the department as the first point of contact in CCC Centers. Knowledge of office systems. Exhibit strength is character; respect the chain of command; possess unquestionable ethics; demand excellence from others; and lead by example.

Who May Apply: Applicants currently at the Office Technician (Typing) level or who those have eligibility for appointment or transfer to this classification. Training and Development (T&D) Assignments may be considered.

Please indicate RPA #16-1186 in the job title section of your State application.